



PASS/NO PASS GRADE REQUEST

Use this form to request to receive a pass/no pass grade for a course (one course per form). The following rules apply:

- Students may elect the pass/no pass option in a regular (letter graded) course no later than the established Pass/No Pass deadline (see the Schedule of Classes for full-semester class deadline— or “DR” deadline for short-term classes). Students must submit the request with the Admissions & Records Office by the established deadline.
- Students in good standing may take one regularly graded course, not in his or her major, each semester, on a Pass/No Pass basis.
- The “P” grade will be awarded for work completed at “C” (satisfactory) or better level. Units earned for satisfactory achievement shall be counted toward the fulfillment of degree requirements. A grade of “D” or “F” work will result in an “NP” notation for the course. In neither case will units be counted in the determination of the student’s grade point average, but the “NP” will be counted in Progress Probation.
- You should consult with a counselor to discuss transferability of courses placed on the Pass/No Pass option.
- If your major should change or the college you plan to transfer to will not accept the Pass/ No Pass grade, the course grade will NOT be changed back to the original letter grade (per State regulations).
- Once the timeframe for Pass/No Pass has ended, you may NOT change the option back to a letter grade.

Name: _____ Student ID#: _____

Enrollment Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

Course Code	Course Title	Credits	Days	Class Times	Instructor
Ex: ART-5-D9045	Art Appreciation	3	MW	1:00pm-2:15pm	E. Degas

I have read the information listed above. I understand it is my responsibility for placing this class on the Pass/No Pass option. I also understand the P/NP grade may NOT be changed back to a letter grade once the deadline has passed.

Student Signature: _____ Date: _____

OFFICE USE ONLY: Processed by: _____ Date: _____